

This notebook was designed to serve as a “tool” for Managers, Supervisors, and Training Coordinators. It contains the *revised* User’s Guide to the Huntington District Training Management System and many helpful training resources.

The User’s Guide revisions were accomplished through a cross-functional team made up of the following members: MAJ Hardbarger, DD; Crystal Adkins, RM; Julie Bush, PM; Carol Chaffin, EC; Jody Christian, RM; Tim Enterline, OR; and Sheryl Morrismeyer, CS. Jim Shiner served as the team’s facilitator. In addition to bringing personal experience to the table, the team reviewed and addressed a list of training-related comments and concerns compiled during implementation last year. Below highlights the important changes made to the Working Draft of the Huntington District’s User Guide to the District’s Training Management System (4 Feb 02).

Tab 1, Introduction

- Noted the addition of the position of Workforce Development Specialist to the District.
- Removed all references to the FY 03 Training Plan, as they related to schedule.
- Updated the flowchart to more accurately reflect the System.

Tab 2, Organizational Workforce Needs Analysis

- Highlighted the importance of the District’s Mission Statement within the process
- Noted the differences between METL in the US Army and how Huntington District uses the METL methodology
- Provided additional guidance to help individuals better understand and assign the levels of importance for tasks.
- Explicitly stated that individuals who supervise other supervisors or team leaders must prepare task lists for those individuals, also.
- Provided additional guidance to help individuals better understand and assess task achievement.
- Separated the “Identify Significant Gaps in Task Achievement” actions from “Assess Levels of Task Achievement.”
- Provided additional guidance to help individuals better understand and identify significant gaps in task achievement.

Tab 3, Training Solution

- Provided additional guidance to help individuals better understand and identify developmental objectives.
- Provided additional guidance to help individuals better understand and discuss areas of focus for the IDP.
- Provided additional guidance to help individuals better understand and identify multiple training options
- Expanded the discussion of the briefings of plans to address task-achievement gaps
- Revised and expanded the step for developing and finalizing the Training Plan (to include execution of the approved Training Plan)

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